



ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE



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DIRECTOR'S MESSAGE

Dear Depository Librarians & Friends:

The Library Programs Service has been receiving a rising number of complaints from depositories concerning the amount of time it takes for shipments and correspondence to reach libraries West of the Mississippi River. After careful study, LPS has determined that most of these delays do not originate with the Government Printing Office. They are apparently caused by the U.S. Postal Service.

If your library is experiencing problems with the timeliness of shipments, please check the date stamp on the side of the shipment box. The date of shipment is marked in red. Long delays between shipment and receipt should be reported to your local Post Office.

The distance a library is from the Government Printing Office can affect the frequency of shipments. Because of Postal Service handling techniques, shipments tend to arrive in bunches instead of at evenly spaced intervals.

We have contacted the Postal authorities about these problems and we will keep you informed of any further developments.

SARAH T. KADEC
Director,
Library Programs Service

NEW SPECIAL RATE FOR FALL COUNCIL MEETING

Seattle's Park Hilton Hotel, site of the September 15-17, 1983, meeting of the Depository Library Council to the Public Printer, has just announced new lower rates for all attendees. Single and Double: \$50 + tax. The address is: Park Hilton Hotel, 6th Avenue and Seneca Streets, Seattle, WA 98101. The telephone number is: (206) 464-1980. Two toll free numbers are available for reservations: outside of the State of Washington, use 1-800-426-0535; in Washington, use 1-800-542-7700. If attendees have any problems or special needs, ask for the reservation manager, Marc DuVal. Remember to make your reservations early!

STATISTICS FOR BIENNIAL REPORT

Many librarians are having problems with the notice on statistics for the Biennial Report mentioned in Administrative Notes (Volume 4, Number 7) and the subsequent amendment (Volume 4, Number 8). The original intent of the notice was to provide depository librarians with information on the types of statistics which will be needed to respond to the forthcoming Biennial Report. Librarians have expressed the wish for this on numerous occasions and most recently at the April meeting of the Depository Library Council to the Public Printer. We erred in setting a time frame for the collection of the statistics. Please use the list of categories (see Administrative Notes, Volume 4, Number 7) for your collection efforts; and use an appropriate time frame of 30 days for collecting purposes. We are undertaking further review of the Biennial Report in an effort to simplify it. We will keep you informed of our progress.

DOE RETROSPECTIVE DOCUMENTS

On Special Survey 83-9, depository libraries were given the opportunity to select documents produced between 1977 and 1982 by the Department of Energy Technical Information Center.

Between 1977 and 1982, the GPO Library Division did distribute about 18,000 of the 96,000 titles represented in Special Survey 83-9. For the sake of economy, the 18,000 titles previously distributed will not be a part of the Survey 83-9 distribution.

Regional libraries may also select specific categories of the retrospective microfiche. This will avoid duplication of collections for those who may have been subscribers to all or part of the DOE microfiche during this period of time.

MONTHLY CATALOG UPDATE

The June issue of the Monthly Catalog was the first issue to be printed at the Government Printing Office since 1975. It was delivered to the Library Programs Service two weeks before its scheduled due date.

The July issue of the Monthly Catalog contains an updated sample entry and the new Contract Number Index. This indexes information found in the MARC 536 field, "Funding Information Note," which is used in cataloging records for technical reports.

DATA ELEMENT DICTIONARY PROJECT

The Data Element Dictionary, produced under a contract from the National Technical Information Service with Madeline Henderson, is complete and is available from NTIS. The DED lists and describes the data elements used in technical report cataloging by the four major users of COSATI: NTIS, the Defense Technical Information Center, National Aeronautics and Space Administration Scientific and Technical Information Facility, and the Energy Technical Information Center at Oak Ridge, Tennessee; also included is MARC-format tech report cataloging according to AACR2, as practiced by GPO and the Library of Congress. A final report, describing the project, is also available from NTIS.

The agencies have recently begun work related to the newest Henderson contract with the Federal Library Committee. The major thrust of this project is to resolve local cataloging differences in using COSATI among the four report-processing agencies, and to later establish links to the corresponding data elements in the MARC-format. To this end, 12 core data elements have been identified, and representatives of NTIS, DTIC, NASA, and ETIC met for a week in June and reported substantial progress in hammering out their different practices. GPO and LC are expected to meet with this group by Fall to compare the harmonized COSATI results to the MARC-format.

IDENTIFYING GPO RECORDS IN OCLC

A depository library has written to inquire how to identify authoritative GPO cataloging records in OCLC, as opposed to records that GPO may have merely examined or changed in minor ways. Since the response may be of general interest to other depository libraries, it is reproduced below.

OCLC records in which "GPO" appears in any position in the 040 field are GPO cataloging records. When "GPO" appears at the beginning of the 040 field, that indicates that GPO was the original cataloging agency. When "GPO" appears after another agency's code, that indicates that GPO has changed the other agency's cataloging to meet GPO standards. Since October of 1980, GPO has cataloged in the "master mode" which allows us to change the data base record when another library has done original cataloging.

All cataloging done under contract for GPO is verified as meeting GPO standards before it is entered into OCLC. The coding for contractor cataloging remains the same as for in-house cataloging.

GPO cataloging records which have been used by the Library of Congress are identified in the 040 field by the coding "DGPO/DLC." These records meet all GPO and LC standards. On these records, the descriptive cataloging is by GPO; LC adds the LC card number, the Dewey and LC classification numbers, and any further subject headings that it believes are necessary.

FERC REPORTS

All libraries selecting FERC Reports (item number 438-C) should have, or will soon have, the following volumes:

VOLUME	APPROXIMATE DATE MAILED	SHIPPING LIST NUMBER
1	Jan. 1981	Unknown
2	July 1982	17,249
3	July 1982	17,249
4	Dec. 1982	17,361
5	Aug. 1982	No shipping list
6	Sept. 1982	17,629
7	Dec. 1982	17,625
8	July 1983	18,174
9	Expected soon and will be sent from LPS shortly	
10	Aug. 1982	No shipping list
11	Aug. 1982	No shipping list
12	Aug. 1982	No shipping list
13	Aug. 1982	No shipping list
14	Aug. 1982	No shipping list
15	Nov. 1981	16,611
16	Jan. 1982	16,819
17	March 1982	16,996
18	July 1982	17,249
19	Nov. 1982	17,490
20	July 1983	18,169
21	July 1983	18,175
22	July 1983 (Most recent issue)	18,182

Those volumes indicating "No shipping list" were mailed from the Chicago Regional Printing Procurement Office (see "FERC Reports" in Administrative Notes, January 1983, Volume 4, Number 1) and thus no shipping list was prepared.

USGS AND DMA MAP SURVEYS

The Library Programs Service has just finished mailing the selection surveys for U.S. Geological Survey and Defense Mapping Agency maps (83-11 and 83-12). All libraries, including regionals, are requested to respond to these surveys. Regionals are requested to respond since they may use the response sheet to indicate the name and address of another library which will actually be receiving the maps. Libraries named as alternative recipients should be those indicated in the responses to the "JCP Map Questionnaire" mailed to libraries last Summer. All libraries are requested to supply their depository number on the response sheet, regardless of the address to which the maps will be shipped.

Although libraries have until August 12th to respond to surveys 83-11 and 83-12, we urge you to let us know your selections as soon as possible. Librarians with questions on these surveys should feel free to call Mr. Gil Baldwin at: (703) 557-1409.

CENSUS QUESTIONS AND ANSWERS

Q Which volumes constitute final reports for the 1977 Economic Censuses?

A The major economic censuses consisted of preliminary or advance reports, final paper reports, and bound volumes. However, not all bound volumes were issued. The smaller censuses consisted of final reports only. In order to clarify a confusing situation we are providing the following listing. The list includes the final paper reports and bound volumes which were issued and indicates which reports were superceded. (Note: some reports were issued in microfiche only and are noted as such). An asterisk before the title indicates that that report is final (i.e., no bound volume was issued). Accompanying each title is the SuDocs class, item, and format of distribution. Most of the final reports were distributed to depositories in both paper and microfiche. The fiche for the Censuses of Retail Trade, Wholesale Trade, and Service Industries contain tables not issued in the paper reports or the bound volumes and should be retained. The microfiche for Mineral Industries, Construction Industries, and Manufactures are the same as the paper reports. In order to check for additional tables check for an asterisk preceding the table in the table of contents.

1977 ECONOMIC CENSUSES - FINAL REPORTS

CENSUS OF RETAIL TRADE

Final reports

Geographic Area Series	C 3.255/2:RC 77-A	Item 132-A-1-53	P & MF
Subject Series	C 3.255/3:RC 77-S	Item 133	P & MF
*Major Retail Centers Series	C 3.255/5:RC 77-C	Item 132-A-1-53	P & MF
Retail Merchandise Line Sales	C 3.255/4:RC 77-L	Item 133	P & MF

Final bound volumes

Vol. 1. Subject Statistics (Supersedes RC 77-S and RC 77-L)	C 3.255/6:977/v.1	Item 132	P
Vol. 2. Geographic Area Stats. (Supersedes RC 77-A)	C 3.255/6:977/v.2/pt.1-3	Item 132	P
Vol. 3. Major Retail Centers.	Not issued.		

CENSUS OF WHOLESALE TRADE

Final reports

Geographic Area Series	C 3.256/2:WC 77-A	Item 132-A-1-53	P & MF
Subject Series	C 3.256/3:WC 77-S	Item 133	P & MF
Wholesale Commodity Line Sales	C 3.256/3:WC 77-L	Item 133	P & MF

Final bound volumes

Vol. 1. Subject Statistics (Supersedes WC 77-S and WC 77-L)	C 3.256/4:977/v.1	Item 132	P
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Vol. 2. Geographic Area Stats. C 3.256/4:977/v.2/pt.1-2 Item 132 P
(Supersedes WC 77-A)

CENSUS OF SERVICE INDUSTRIES

Final reports

Geographic Area Series	C 3.257/2:SC 77-A	Item 132-A-1-53	P & MF
Subject Series	C 3.257/3:SC 77-S	Item 133	P & MF

Final bound volumes

Vol. 1. Subject Statistics (Supersedes SC 77-S)	C 3.257/4:977/v.1	Item 132	P
Vol. 2. Geographic Area Stats. (Supersedes SC 77-A)	C 3.257/4:977/v.2/pt.1-4	Item 132	P

Note: Vol. 2, pt. 1 was originally shipped under the wrong class and item number: C 3.24:977/v.2/pt.1, Item 134.

CENSUS OF CONSTRUCTION INDUSTRIES

Final reports

Industry Series	C 3.245/3:CC 77-I	Item 133-D-2	P & MF
Geographic Area Series	C 3.245/3:CC 77-A	Item 133-D-2	P & MF
*Special reports	C 3.245/5:CC 77-S	Item 133-D-2	MF

Note: issued by Census in MF only

Final bound volume

1 vol. Industry and Area Statistics (Supersedes CC 77-I and CC 77-A)	C 3.245/4:977	Item 133-D-2	P
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CENSUS OF MANUFACTURES

Final reports

Geographic Area Series	C 3.24/3:MC 77-A	Item 137	P & MF
Industry Series	C 3.24/3:MC 77-I	Item 136	P & MF
Subject Series	C 3.24/12:MC 77-SR	Item 135	P & MF
*Special Report	C 3.24/15:977/M56	Item 135	P

Final bound volumes

Vol. 1. Subject Statistics (Supersedes MC 77-SR)	C 3.24:977/v.1	Item 134	P
Vol. 2. Industry Statistics (Supersedes MC 77-I)	C 3.24:977/v.2/pt.1-3	Item 134	P
Vol. 3. Geographic Area Stats. (Supersedes MC 77-A)	C 3.24:977/v.3/pt.1-2	Item 134	P

CENSUS OF MINERAL INDUSTRIES

Final reports

Industry Series	C 3.216:MIC 77-I	Item 158	P & MF
Geographic Area Series	C 3.216:MIC 77-A	Item 158	P & MF
Subject Series	C 3.216:MIC 77-SR	Item 158	P & MF

Final bound volume

1 vol. Subject, Industry, and Area Statistics C 3.216/5:977 Item 157 P
(Supersedes MIC 77-I, MIC 77-A, and MIC 77-SR)

CENSUS OF TRANSPORTATION

Final reports

Truck Inventory and Use Survey	C 3.233/5:TC 77-T	Item 160-D	P & MF
*National Travel Survey	C 3.233/5:TC 77-N	Item 160-D	P & MF
*Commodity Transportation Survey	C 3.233/5:TC 77-C	Item 160-D	P & MF
*Nonregulated Motor Carriers and Public Warehousing Survey	C 3.233/5:TC 77-B	Item 160-D	P & MF

Final bound volumes

Vol. 1. National Travel Survey. Not issued

Vol. 2. Truck Inventory and Use Survey C 3.233/3:977/v.2 Not sent to
depositories. For sale by GPO S/N 003-024-02685-6

Vol. 3. Commodity Transportation Survey. Not issued

ECONOMIC CENSUS OF OUTLYING AREAS

Final reports

*Puerto Rico	C 3.253/2:77-1-77-4	Item 147-A-1	P & MF
*Virgin Islands	C 3.253/2:77-5	Item 147-A-1	P
*Guam	C 3.253/2:77-6	Item 147-A-1	P

No bound volume issued

ENTERPRISE STATISTICS

Final reports

*General Report on Industrial Organization C 3.230:ES 77-1 Item 142-B MF
*Central Administrative Office and Auxiliaries C 3.230:ES 77-2 Item 142-B MF

No bound volume issued

SURVEY OF MINORITY-OWNED BUSINESS ENTERPRISES

Final reports

*Minority-Owned Businesses--Black C 3.258:MB 77-1 Item 160-E P
Note: A corrected copy was sent on 3/11/80

*Minority-Owned Businesses--Spanish
Origin C 3.258:MB 77 2 Item 160-E P

*Minority-Owned Businesses--Asian,
American, American Indians,
and Others C 3.258:MB 77-3 Item 160-E P

SURVEY OF WOMEN-OWNED BUSINESSES

Final reports

*Women-Owned Businesses C 3.250:WB 77-1 Item 132 P

*Selected Characterisitics of
Women-Owned Businesses C 3.250:WB 77-2 Item 132 MF

No bound volume issued

NUMERICAL LISTS AND SCHEDULE OF VOLUMES

Depository librarians have been inquiring as to when the next issue of the Numerical Lists and Schedule of Volumes will be printed and distributed. The most recent issue published covered the 96th Congress, 2nd Session.

The Joint Committee on Printing directed the GPO to combine the Numerical Lists and Schedule of Volumes with the Monthly Catalog as an annual supplement to the Monthly Catalog. Since GPO needs some lead time to prepare for this publication change, permission has been sought from the JCP to continue under the existing formats for the 97th and any succeeding Congressional sessions.

As soon as GPO receives the requested permission from JCP, preparations will be made for publishing Numerical Lists and Schedule of Volumes for the 97th Congress in the traditional format.

FIVE YEAR CUMULATIVE MICROFICHE

We are working to come up with a solution to the problem of header information on the sets of the five-year Monthly Catalog Cumulative Index in microfiche. We will be getting back to you very shortly with a solution. We apologize for any inconvenience this problem may have caused.

6July83

SERIALS/PERIODICALS UPDATE

- C 61.19:(date) Overseas export promotion calendar. Item 231-B-2. Title changed to: Export promotion calendar (OCLC 9671718) with June 1983-Sept. 1984.
- D 202.9:(date) Naval aviation news. Item 375. Frequency changed from monthly to bimonthly with Mar./Apr. 1983. Both months will be represented in the class through 1983; in 1984 each issue will have one number: i.e., Jan./Feb. will be 984/1 & Mar./Apr. will be 984/2.
- LR 1.8/8:(date) Classified index of dispositions of ULP charges by the General Counsel of the National Labor Relations Board. Item 826-13. The Board has had publication problems: Mar. & June 1982 were not issued; Sept. 1982 was just published; and Dec. 1982 is being prepared.

DISCONTINUED TITLES

- D 103.48:(v.nos.&nos.) Water spectrum. Item 342-B. Discontinued with v. 15, no. 1 (Spring 1983). Vol. 14, nos. 3 & 4 were not published.
- E 3.32/2:(nos.) Weekly oil update. Item 429-T-58. Discontinued with 83/18 (May 6, 1983).
- HE 20.8109/2:(v.nos.&nos.) Psychopharmacology abstracts. Item 507-Z. Discontinued with v. 19, no. 4 (Apr. 1982). The 1982 cumulative indexes will be published.

DISCONTINUED ITEM NUMBERS

Early in 1983, the Library Programs Service staff began identifying and deleting discontinued item numbers from the List of Classes which is sent to all depository libraries. This time-consuming project, which is half completed, requires research and telephone calls to Federal agencies.

The June 30, 1983, List of Classes will be distributed in mid-August. Please examine Appendices II and III for compilations of changes to date. As additional discontinued items are discovered, they will be listed in Administrative Notes and reflected in the succeeding List of Classes. The Update Selection Printout will be issued at the end of 1983 and will reflect all discontinued items.

